

REQUEST FOR QUALIFICATIONS
NUISANCE PROPERTY MOWING SERVICES



CITY OF COLLINSVILLE, ILLINOIS

Issued by:
City of Collinsville
Community Development Department
125 South Center Street
Collinsville, IL 62234

Release Date: Wednesday, March 27, 2024

Responses Due By: Monday, April 22, 2024 @ 5:00 PM

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1. INTRODUCTION

The City of Collinsville, Illinois, classifies the growth of weeds, grass, or uncultivated vegetation that exceeds a height of eight (8) inches a nuisance. In order to best preserve the general welfare of city residents and the character of the city neighborhoods, the City has the option to abate said nuisance, absent abatement by the property owner.

As such, the City is soliciting a proposals from qualified individuals or businesses (Service Provider) for contracted lawn care services for nuisance properties throughout the mowing season. Based on historical records, the City estimates approximately 450+ mows during the mowing season, exact number of lawns requiring service will care weekly.

2. GENERAL REQUIREMENTS AND SCOPE OF SERVICES

The City's anticipated the scope of services will include the following:

- I. Service Provider shall furnish all equipment and supplies necessary for all lawn care services
- II. Service Provider will coordinate with the City of Collinsville Community Development Department to receive a nuisance property mowing list. Service Provider must be willing to work with the City's Asset Management Software (CityWorks) via an app in which work orders are generated.
- III. Service Provider shall, at a frequency agreed upon by the City and the Service Provider, but not less than weekly, provide lawn care services for nuisance properties which will include mowing, trimming, and cleanup of all generated grass clippings from adjacent driveways, walkways, and streets.
- IV. Service Provider shall remove all litter and debris from the site prior to mowing. Under no circumstances shall any litter be mowed over.
- V. Service Provider shall
 - a. complete all lawn maintenance services required under the contract between the hours of 7:00 AM and sunset.
 - b. Provide "Before" pictures prior to service
 - c. Provide "After" pictures upon completion
 - d. Upload all pictures into the City's asset management software
- VI. Service Provider and their employees shall, at all times, act in a professional manner respectful of property owners and their private property. Caution shall be taken to avoid damaging any personal property.
- VII. If domiciled within the City, the Service Provider shall be properly licensed with the City and current on licenses, fees, free of any City violations, etc.
- VIII. The Service Provider shall provide proof of, and maintain current, all necessary liability insurance and indemnify and hold harmless the City of Collinsville from any and all injuries, damages, cause of omissions, or negligence on the part of the Service Provider, its agents, subcontractors, employees, or other acting on behalf of the Service Provider, in performance of these duties.

IX. The terms of the agreement shall be for one mowing season from approximately mid-April 2024 through November 1, 2024. By agreement of the Service Provider, at the sole discretion of the City, the agreement may be extended for not more than two (2) additional periods under the same terms and conditions.

Note that the final terms of the contract and scope of services shall be negotiated with the chosen Service Provider

4. SUBMITTAL/REVIEW TIMELINE

The proposal reviews schedule is anticipated as follows:

Issuance of RFQ	Wednesday, March 27, 2024
Submittal Deadline	Monday, April 22, 2024 @ 4pm CST
Contract Negotiations	April, 2024

5. SELECTION PROCESS

In making its selection, the City shall review service providers based on:

- I. Experience of the Service Provider and staff
- II. Estimated cost of service

6. SUBMITTAL REQUIREMENTS

Responses must include the following information:

- I. Letter of interest, including:
 - a. The name, address and telephone number of the individual/organization
 - b. Type of organization
 - c. Description of experience in performing similar work (ongoing service contracts, years of experience, equipment available to perform services, etc)
 - d. Primary contact person and email address for the organization
- II. Cost estimate per yard
 - a. An estimate for the total cost per yard. Nuisance mows are varied in size and scope, please build in appropriate costs to accommodate potential variation in services.
- III. No less than three references for comparable clients and contracts. References shall include:
 - a. Names, titles, and contact information
- IV. Proof of liability insurance

Service Providers which desire to present their proposal to the City of Collinsville Community Development Department shall provide proposals to the Community Development Director via digital submittal (PDF Preferred) no later than, **Monday, April 22, 2024 @ 4:00 PM CST**. Submittals and questions regarding the project can be directed to:

Travis Taylor
Community Development Director

City of Collinsville
125 South Center Street
Collinsville, Illinois 62234
Phone (618) 346-5200 x 1120
E-Mail: ttaylor@collinsvilleil.org

Late submittals will not be accepted.

7. RESERVATION OF RIGHTS

The City reserves the right to reject all responding Service Providers decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, and INFORMATION

The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Service Providers submitting qualifications, should it be deemed in the City's best interest to do so.

The City welcomes questions prior to submittals regarding this solicitation. Questions in writing can be delivered by regular mail, though E-mail is preferred. Correspondence shall be addressed to:

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